

Updating PIMS with the latest Offense changes

(Legislative updates)

Note: You must be an admin user to do this. Please make sure that you have a current backup of your database before doing the update. It's best if everyone is out of PIMS (except for the one doing the update) when you do this, but it isn't critical.

1. Download the file from UPC's web site and save the file to a location on your local hard drive where you can find it again– <http://www.upc.state.ut.us/upccms.htm>
2. Go into PIMS and click on the Administration button.
3. Click on the Offense Table Import button
4. Click on the Browse button and find the file you downloaded in step 1 and click on Open. It will show the path to the file in the box next to the Browse button.
5. Click on the Import button (it will be grayed out while it is running). Please note that it can take a couple of minutes to run. Please do NOT close the window until you know it has finished!
6. When it's finished, you will get a message about how many records were read, inserted and updated. At that point, you are done.
7. Please see the images below for a graphical illustration of the process.



Case Status:

Agency: ^A

Screening Attorney: ^A

Assigned Attorney: ^A

Support Staff: ^A


Victim Advocate: ^A

Case Disposition Code: ^A

Jurisdiction: ^A

Charges

Offense Table Administration ^A

Offense Table Import ^A 

City/District: ^A

Charge Disposition Code: ^A

Victim/Witness Information

Victim/Witness Type: ^A

Documents

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[X Close Window](#)

Import Offense Records

Please browse to the comma delimited file. WARNING: The system will not check for duplicates or blank values at this time.
No file found.



Click on the Browse button and find the file you downloaded from UPC (or received in e-mail). Select the file and it will be shown in the box.

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100%

Utah Prosecution Council - Case Management System - Search - Windows Internet Explorer

http://localhost:8085/cms/do/importTransactions



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X Close Window

Import Offense Records

Please browse to the comma delimited file. WARNING: The system will not check for duplicates or blank values at this time.
No file found.

C:\UPC\OffenseTableU Browse...

Import Cancel Example

Click on the Import button (after clicking, it will be grayed out).

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Utah Prosecution Council - Case Management System - Search - Windows Internet Explorer

http://localhost:8085/cms/do/importTransactions



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X Close Window

Import Results

Total reads: 2421 -- Total Inserts: 0 -- Total Updates: 2421

[View Results](#)

Error	Element
Row 0 of 0. < First < Prev Next > Last > 10 20 30 40 All per page	

Wait while it finishes - when finished, you will see a message here about how many inserts / updates were done. If there were errors, they should be reported here.

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